



Eni S.p.A.

ICT ITER

*User Guide **VMS***

Subcontracts Project

CP-000032

Prepared by: GdL	Date: 29/11/2021	Role:
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CONTENTS

1	DOCUMENT'S OBJECTIVE	5
2	SUBCONTRACT LIST	5
3	MANAGEMENT OF SUBCONTRACTS CREATED BY THE SUPPLIER ON THE PORTAL	6
3.1	Subcontracting Requests	6
3.1.1	Activity of Subcontract	8
3.1.2	Subcontract Status	9
3.1.3	Attachments' Status	9
3.1.4	Request sent to the supplier	9
3.1.5	External Check	10
3.1.6	Attachments	12
3.1.7	Outcome of Verification	13
3.1.8	Approval/Validation	13
3.1.9	Other Functionalities	14
3.1.10	Further Information	14
3.1.11	Reset Information Request	16
3.1.12	Master Data Check	16
3.1.13	Save/Verify	18
3.1.14	Change Log button	18
3.1.15	Approval/Validation History button	19
3.1.16	Submit for Approval the Subcontract Request	19
3.1.17	Reset sending a subcontract for approval	20
3.1.18	Authorization or Refusal of the Subcontract Request	20
3.1.19	Authorization or Refusal of the Subcontract	21
3.1.20	Entry of Final Balance	23
3.2	Conclusion of Subcontracts	24
3.3	Withdrawal of subcontracts	24
3.3.1	Withdrawal of Subcontracts (Type: Subcontract)	24
3.3.2	Withdrawal of subcontracts (Type: Contract Manager and Procurement Management)	24
3.3.3	Approval of Subcontract Withdrawal	25
3.3.1	Refusal of Subcontract Withdrawal	25
3.4	Subcontracts entered by the Supplier Portal	25
3.4.1	States of the Subcontracts entered through the Portal	26
3.4.2	Attachments' Status	26
3.4.3	External Check	27
3.4.4	Attachments	27
3.4.5	Outcome of Verification	27
3.4.6	Further Information	27



3.4.7	Reset Information request.....	27
3.4.8	Save / Verify button	27
3.4.9	Activation of the Subcontract	28
3.4.10	Change Log button	28
4	FUNCTIONALITY OF THE SUBCONTRACTING TAB	28
4.1	Create Contract.....	28
4.2	Print Subcontract	30
5	LIST OF SUBCONTRACTS	30
5.1	Modification of a contract	31
5.2	Cancellation of a contract	32
6	ENTERING "CONTRACT MANAGER" SUBCONTRACTS IN VMS	33
6.1.1	States of the Subcontract (Contract Manager type)	34
6.1.2	Attachments' Status	34
6.1.3	Master Data Check.....	34
6.1.4	External Check	35
6.1.5	Attachments	35
6.1.6	Outcome of Verification	35
6.1.7	Send to Approvation	35
6.1.8	Authorisation of the Subcontract.....	36
6.1.9	Rejection of the Subcontract.....	36
7	ENTERING "PROCUREMENT MANAGEMENT" SUBCONTRACTS IN VMS.....	36
7.1	PRE-AWARD PROCUREMENT MANAGEMENT SUBCONTRACTS.....	36
7.1.1	States of the Pre-Award Procurement Management Subcontracts	37
7.1.2	Master Data Check.....	38
7.1.3	External Check	38
7.1.4	Attachments	38
7.1.5	Verification Outcome	38
7.1.6	Save/Verify Button.....	38
7.1.7	Send for Approval a Pre-Award Procurement Management Subcontract.....	38
7.1.8	Activation of the Pre-Award Procurement Management Subcontract.....	39
7.1.9	Send for Validation of the Pre-Award Procurement Management Subcontract	39
7.1.10	Authorisation of the Pre-Award Procurement Management Subcontract.....	40
7.1.11	Refusal of the Pre-Award Procurement Management Subcontract	40
7.2	POST-AWARD PROCUREMENT MANAGEMENT SUBCONTRACTS	40
7.2.1	States of the Post-Award Procurement Management Subcontracts.....	41
7.2.2	Master Data Check.....	42
7.2.3	External Check	42
7.2.4	Attachments	42
7.2.5	Verification Outcome	42
7.2.6	Save/Verify button	42
7.2.7	Send for Approval a Pre-Award Procurement Management Subcontract.....	42



7.2.8	<i>Authorization of the Post-Award Procurement Management Subcontract</i>	43
7.2.9	<i>Refusal of the Post-Award Procurement Management Subcontract</i>	43
8	ENTERING SUBCONTRACTS IN VMS	43
8.1.1	<i>States of the Subcontracts entered directly in VMS</i>	43
8.1.2	<i>Master Data Check</i>	44
8.1.3	<i>External Check</i>	44
8.1.4	<i>Attachments</i>	44
8.1.5	<i>Outcome of Verifications</i>	44
8.1.6	<i>Further Information</i>	44
8.1.7	<i>Save/Verify button</i>	44
8.2	Activation of the Subcontract	44
8.2.1	<i>Change Log button</i>	45
8.2.2	<i>Approvation/Validation History button</i>	45
8.2.3	<i>Subcontract Withdrawal</i>	45
9	ENTRY OF FINAL BALANCE FOR SUBCONTRACTS CREATED IN VMS	45
10	CONCLUSION OF SUBCONTRACT CREATED IN VMS	45
11	WITHDRAWAL OF SUBCONTRACT CREATED IN VMS	45
12	CONTRACT HOLDER MATCHING REPORT	45

1 DOCUMENT'S OBJECTIVE

The objective of the document is to provide VMS operational details for the management of:

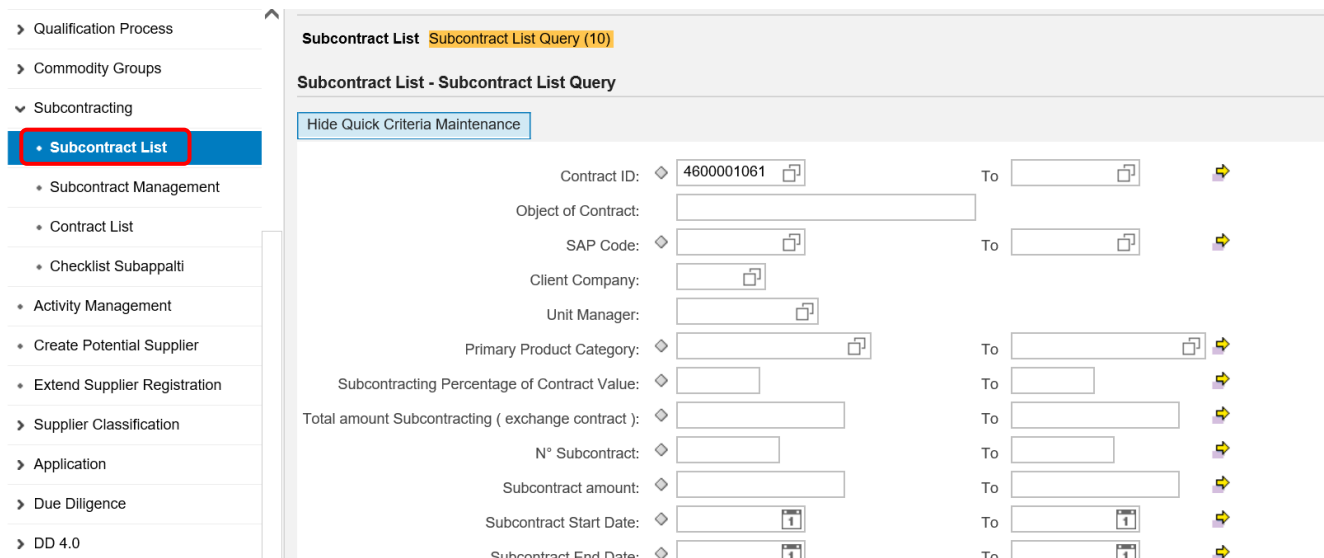
- **Subcontracting requests** entered by the Supplier on the Portal
- **"Contract Manager" subcontracts** both Pre- and Post-Award entered in VMS
- **"Procurement Management" subcontracts** both Pre- and Post-Award.
- **Subcontracts** inserted in VMS
- The final balance for Subcontracts created in VMS.
- The conclusion of Subcontracts

2 SUBCONTRACT LIST

In the section of the VMS menu dedicated to Subcontracts, through the report **"Subcontract List"**, it is possible to trace the Subcontracts of all types (Subcontracts "Contract Manager" or "Procurement Management", or Subcontracts).

This report, like the others in VMS, can be downloaded as an Excel file.

Therefore, Verifiers, Buyers, Contract Managers and Procurement Unit Managers (figures active in the process of managing subcontracts and sub-contracts) can monitor/manage sub-contracts using this report.



The screenshot shows the 'Subcontract List' query interface. The sidebar on the left has 'Subcontract List' selected. The main area contains the following search criteria:

- Contract ID: 4600001061
- Object of Contract: [Empty field]
- SAP Code: [Empty field]
- Client Company: [Empty field]
- Unit Manager: [Empty field]
- Primary Product Category: [Empty field]
- Subcontracting Percentage of Contract Value: [Empty field]
- Total amount Subcontracting (exchange contract): [Empty field]
- N° Subcontract: [Empty field]
- Subcontract amount: [Empty field]
- Subcontract Start Date: [Empty field]
- Subcontract End Date: [Empty field]

Each field has a 'To' field and a search icon. A 'Hide Quick Criteria Maintenance' button is also visible.

The Subcontract List allows you to search for Subcontracts created in VMS or received from the Supplier Portal using the various selection parameters available.

It is advisable to search for Subcontract Requests received from the Supplier Portal using the "Contract N°" filter.

Once the search has been performed, the system will output a list of Subcontracts: for the fields **Contract Code.**, **Subcontract Activity N°.**, **Contractor VMS Code** and **Subcontractor VMS Code**, the respective details will be provided.



Contract Code	SAP Code of Contractor	VMS Code of Contractor	Business name of Contractor	Client Company	Unit Manager	Object of Contract	Nr. Revision	Nr. Version	Percentage Subcontract
3500014130	120020	113	DRESSER ITALIA SPA2	GH01	ASTEC PV	UAT - CC - SUBAPPALTI = SI EPROCUR = SI		2	0
5000004384	101112	813	GSM SPA	GH01	GBV	UAT M172N SUBAPPALTI	1	3	0
5000004384	101112	813	GSM SPA	GH01	GBV	UAT M172N SUBAPPALTI	1	3	0
5000004384	101112	813	GSM SPA	GH01	GBV	UAT M172N SUBAPPALTI	1	3	0
5000004384	101112	813	GSM SPA	GH01	GBV	UAT M172N SUBAPPALTI	1	3	0
5000004384	101112	813	GSM SPA	GH01	GBV	UAT M172N SUBAPPALTI	1	3	0
5000004384	101112	813	GSM SPA	GH01	GBV	UAT M172N SUBAPPALTI	1	3	0
5000004384	101112	813	GSM SPA	GH01	GBV	UAT M172N SUBAPPALTI	1	3	0

3 MANAGEMENT OF SUBCONTRACTS CREATED BY THE SUPPLIER ON THE PORTAL

3.1 Subcontracting Requests

Suppliers with contracts in their name will be able to enter Subcontract requests directly on the Supplier Portal.

The subcontract request arrives in VMS and may be of one of the following types: "**Subcontract**", "**Contract Manager**" or "**Procurement Manager**".

This will be indicated by the **Procurement Management flag** on the Contract: if this is valued the subcontract is of type **Procurement Manager**, if it is not valued it is of type **Contract Manager**.

From the Subcontracts Report, by clicking on the contract number, you can access the Subcontracts Tab, where you can view the Contract data (Contract section), the Total Subcontractable Amount and the Subcontractable Product classes (Subcontractable Activities section) and the list of issued Subcontracts (Subcontracts section).



Subcontract Overview

[Print Subcontract](#)

Contract

* Contract ID: 5000004384
 SAP Code: 101112
 VMS Code: 813 [Supplier](#)
 Supplier Name: GSM SPA
 Client Company Code: GH01 ENI GHANA EXPL PROD LTD
 Contract Type: APERTO
 Object of Contract: UAT M172N SUBAPPALTI
 Revision nr.: 01
 Version nr.: 03
 Contract Holder Unit: GBV
 Primary Commodity Code: BB01AA02 ERW WELDED PIPES IN CARBON STEEL
 Contract value: 1.500.000,00
 Currency: USD
 Contract Value(EUR): 1.500.000,00
 Valid From: 12.11.2021
 Valid To: 31.12.9999
 Date of Contract: 23.11.2021
 Public Sector:
 N° CIG:
 Subcontracting Percentage of Contract Value: 0
 Total amount Subcontracting (exchange contract): 13.243,09

Subcontractable Activities

Subcontractable Contract:
 Procurement Management:
 Subcontractable Amount (exchange contract): 500.000,00
 Subcontractable Amount (Euros): 500.000,00

Subcontractable Commodity Code

Commodity Code	Commodity Description
BB01AA	piping

Subcontracts

[New Subcontract](#) [Update link](#)

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Supplier Name	Vendor Status	Status V. R. Measures	Subcontract Status	Attach. Status	
1001445	UAT_Sub eniGhana	5385	118171	ESSELUNGA SPA	Open	Active	Concluded	Verified attachments	
1001444	sub 5-24	5385	118171	ESSELUNGA SPA	Open	Active	Authorized	Verified attachments	
1001443	sub - 24	5385	118171	ESSELUNGA SPA	Open	Active	Sent	New attachments to have to check	
1001442	prova 4-24	5385	118171	ESSELUNGA SPA	Open	Active	Rejected	Verified attachments	
1001441	prova 2-24	5385	118171	ESSELUNGA SPA	Open	Active	Concluded	Verified attachments	

By clicking on for a Subcontract, you will access the **Activity of Subcontract tab**.

This tab has several sections where the information is organised:

- Activity of Subcontract
- External Check
- Attachments

- Outcome of Verification
- Approval/Validation

The following paragraphs provide details of the sections relating to the Subcontracting Form

3.1.1 Activity of Subcontract

Activity of Subcontract

Activity N°: 1001444
 Request N°: 459
 VMS Company: GHA
 * Tipology: Procurement Manager
 Pre-award:
 Post-award:
 * Activity Objective: sub 5-24
 * Commodity Code (CC): BB01AA02 ERW WELDED PIPES IN CARBON STEEL
 SAP Code: 118171
 VMS Code: 5385 ESSELUNGA SPA
 Master Data Status: Open
 Status V. R. Measures: Active
 Supplier/GM status: Not assigned
 * Amount in Euros: 10.000,00
 * Amount in Contract Currency: 10.000,00
 * Contract Currency: USD
 * Start Date: 16.11.2021
 * End Date: 23.11.2021
 Notes:
 Rating Eco-fin:
 Rating Eco-fin Date:
 Rating Source:
 Actual Amount: 0,00
 Actual Amount Date:
 Zero Balance: Reason Zero Balance:

Created By: VMS verso Portale
 Last Changed By: Compilatore new s
 Subcontract Status: Authorized
 Supplier Attachments Status: Verified attachmen
 Request Sent to Supplier:

In this section, in addition to the data entered by the Contractor when creating the subcontract, there are the following fields:

- **Request N°** (in display only)
- **Pre-Award** and **Post-Award flag**: it is mandatory to select one of the two in case of (mutually exclusive) Subcontracts
- **Actual amount**
- **Zero Balance**
- **Reason Zero Balance**
- **Actual Amount to Date**

The last four fields listed are explained in detail in paragraph 3.1.20 **Entry of Final Balance** and are available for editing only for a given Subcontracting status.

3.1.2 Subcontract Status

In the new tab for the management of Subcontracting, the Subcontracting Status, in relation to the Subcontracting Requests whether they are of type Subcontracting "Contract Manager" or of type "Procurement Management", may take on different values:

- **Sent:** The Request has been received in VMS: both in case of first sending and following the request for further information unless the subcontract sent in further information was already authorized. In both cases a notification e-mail is sent to the Contract Manager.
- **Further Information:** The Subcontract is returned to the Supplier for amendments/additions. A notification e-mail is sent to the Supplier.
- **In Authorisation:** The sub-contract of type "Contract Manager" or of type "Procurement Management" entered on the Portal has been sent to the Authorisation. A notification e-mail is sent to the Contract Manager.
- **Authorised:** The "Contract Manager" Subcontract or "Procurement Management" Subcontract entered on the Portal has been approved by the Contract Manager. A notification e-mail is sent to the Supplier containing the text of any reason inserted.
- **Rejected:** The "Contract Manager" Subcontract or "Procurement Management" Subcontract entered on the Portal sent to the Authorisation has been rejected by the Contract Manager. A notification email is sent to the Supplier containing the text of the reason for the rejection.

3.1.3 Attachments' Status

Within the subcontracting form, the status of attachments for subcontracting requests, whether they are of the "Contract Manager" or "Procurement Management" type, may take on different values:

- **New attachments to be verified:** Presence of updated attachments sent by the ELT on VMS;
- **Attachments not present:** No attachments present for the Subcontract/Subcontract. The subcontract cannot be sent for approval. At least one attachment must be present in order for the subcontract to be sent for approval to the contract manager.
- **Attachments Valid:** All attachments of the Subcontract/Subcontract are valid (not expired);
- **Presence of expired attachments:** At least one attachment of the Subcontract/Subcontract is expired. In the management of the modality/frequency of sending e-mails to the manager for an expired/expiring attachment, an initial e-mail is sent to the manager 10 days before the expiration of the attachment and a periodic reminder every 15 days if the attachment is not updated by the supplier.

3.1.4 Request sent to the supplier

The following field indicates whether a sub-contract, following the use of the information request functionality, is in charge of the supplier for the necessary modifications or whether it has been sent back to VMS. This field may have the following values:

- **Valued** - Request sent to the Supplier through the specific functionality "information request" function
- **Unvalued** - No request sent to the supplier or the subcontract has been resent by the supplier in VMS after an information request by the verifier.

3.1.5 External Check

External Check


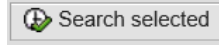
Creation Dat...	Person/Legal...	First name	Last name	Business Name	Date of Birth	Fiscal data	* Involvement...	Ref...	Check Status	Note
The table does not contain any data										

It is possible, by means of a specific online functionality, to carry out checks on the natural persons that make up the Subcontractor's company.

Given a list of Names and/or Company names, it will be possible to query the Reference Lists database and obtain detailed information, if present.



The input table will allow the search for Natural and/or Legal Persons by entering the following parameters:

- **Natural Person:** Name, Surname
- **Legal Person:** Company name.
- **Information on possible involvement in unlawful acts:** this is a mandatory field to be filled in by the verifier, based on the information in his possession and which does not affect the outcome of the search for the name in the reference lists.

After having saved  and clicked on **"Search selected"** , the system starts the search. Evidence of the start of the search is provided by the **"Check Status"** field, which is represented by a traffic light and may have the following values:

- **Red:** the search is unsuccessful as the online functionality is not available at the time
- **Yellow:** the system is carrying out the search
- **Green:** the system has completed the search. The end of such a search does not represent the result of the search itself, but only its completion.

External Check

Creation Dat...	Person/Legal...	First name	Last name	Business Name	Date of Birth	Fiscal data	* Involvement...	Ref...	Check Status	Note
14.12.2021-16...	Natural Pe...	Mario	Rossi				Yes			

At the end of the search, the system will return two possible results in the field 'reference lists':

- **Not:** the name is not in the reference lists.
- **Yes:** the name is present in the reference lists.

If the result is YES, click on **"YES"** to check whether the name searched for is a false positive or not.



External Check

Creation Dat...	Person/Legal...	First name	Last name	Business Name	Date of Birth	Fiscal data	* Involvement...	Ref...	Check Status	Note
14.12.2021-16...	Natural Pe...	Mario	Rossi				Yes	NOT	OO	
14.12.2021-16...	Natural Pe...	Bin Laden	Usama				Yes	YES	OO	

A pop-up will then open with details.

Details of external check for LIST System □ ×

Nominative Detail

Name

Subcontract: 0001001620
 Person/Legal Entity: Natural Person
 Name: Bin Laden
 Last Name: Osama
 Business Name:
 Date of birth:
 Tax Code:
 Number of results found: 2

Detail


Record	Issue D...	Description	Type List	Notes	Fiscal Co...	Birth date	Birth loca...	Proximity	False po...	Note	Check ...	Hour sea...
39	10/09/2...	BIN LADE...	7	BIN LA...		30/07/1957	Jeddah	100	<input type="checkbox"/>		14.12.2...	17:56:38
5	18/05/2...	Usama M...	1	«Usama...		01/01/195...	Gedda	093	<input type="checkbox"/>		14.12.2...	17:56:38

Confirm Cancel

If the user verifies that the search has extracted one or more names which, according to the information in his possession, are attributable to false positives, he must tick the **"False positive"** field and possibly enter a note. (the latter is optional), otherwise the name(s) extracted will belong to natural or legal persons coinciding with those searched for and the result of the query will remain "YES".

To confirm that the extracted names are false positives and to confirm the relevant notes, you must click on the **"Confirm"** button.











Following the confirmation, which closes the pop-up, the value of the column **"Reference lists"** for the name or names being processed is set to NC ("Not confirmed").

Now it is possible to proceed to saving through the **"Save/Verify"** button  which is present among the header functions.

3.1.6 Attachments

Attachments

Attachments uploaded by the supplier

Attach Number	Attachment Description	Attachment Type	Start of Validity	End of Validity	Attach. Validation	Date Validation	User Validation	Attachment Link	History Attachment
02	statistici	46	07.10.2022	07.10.2023	✓	07.10.2022	PROVA27		 Display History
03	dichiarazione sostitutiva	04	07.10.2022		✓	07.10.2022	PROVA27		 Display History
04	durc nuovo nuovo	10	07.10.2022	04.02.2023	✓	07.10.2022	PROVA27		 Display History
05	unilav nuovo nuovo	48	07.10.2022		✓	07.10.2022	PROVA27		 Display History
06	report	52	07.10.2022		✓	07.10.2022	PROVA27		 Display History

Other Attachment for internal use

File	User ID	Complete Name	Creation Date	Time	Description

The Attachments section is divided into two parts:

- **Attachments uploaded by the supplier** (on the Supplier Portal).

The section presents a series of information related to the attachments inserted by the Supplier on the Supplier Portal, in particular the following fields are present, involving a user activity:

- ✓ **Attachment Validation:** Validation of the flag will be optional and will be allowed to the Verifier figure. Such valorisation implies:
 - the user's acknowledgement of the document
 - acknowledgement of the content of the document regardless of its expiry date
 - updating of the **“Supplier Attachments Status”**.

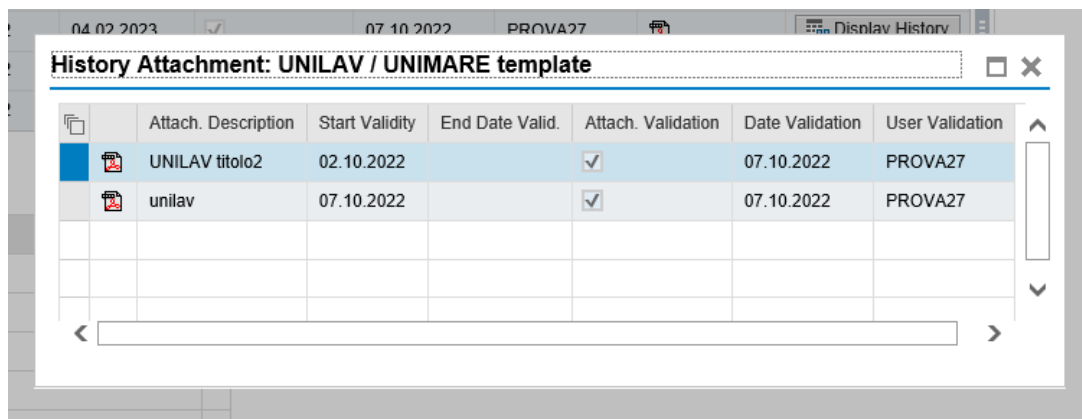
Only the validation of all attachments will allow the subcontract to be sent for approval. Should the supplier send an update of a document, the fields **Attachment Validation**, **Date Validation** and **User Validation** will be initialised to allow the new verifications. If the subcontract has not yet been authorised, the document must be validated for subsequent submission for approval. If the subcontract has already been authorised, validation does not require resubmission for approval.

When a document is updated by the supplier, in VMS the new document replaces the previous one, which will no longer be available.

- ✓ **Attachment Validation Date:** the field will be automatically filled in by the system with the date of the last Attachment Validation action performed on the document under examination by the Verifier.
- ✓ **User Validation:** the field will be automatically filled in by the system with the username of the person (Verifier) who has carried out the last Validation action on the document.

- ✓ **Attachment link:** by clicking on the icon, system downloads the document
- ✓ **Attachment History:** by clicking on the View History button, system opens a mask summarizing previous versions of the document.

Clicking on the icon in the first column will download the historical document. For each historicized document, it is indicated whether it has been validated, the date and the user.



Attach. Description	Start Validity	End Date Valid.	Attach. Validation	Date Validation	User Validation
UNILAV titolo2	02.10.2022		✓	07.10.2022	PROVA27
unilav	07.10.2022		✓	07.10.2022	PROVA27

- **Other attachments for internal use:** section in which documents can be uploaded directly into VMS: these attachments will not be visible to the Supplier.

3.1.7 Outcome of Verification

In this section the Verifier will have to define the outcome of the Subcontracting Checks by choosing between **Accept** or **Reject** (in case of "Procurement Management" Subcontracts with "Post-Award" flag, the Verifier will receive the outcome of the check from the Buyer).

In the case where the Verifier chooses the verification result "**Accept**"

Outcome of Verification

Outcome of Verification Accept: Reject: Reason for the Outcome: TEST 

, he must carry out all mandatory checks for submission for approval.

If the value "**Reject**" is set, the system will bypass all the required checks, allowing the submission for approval.

3.1.8 Approval/Validation

Approval/Validation

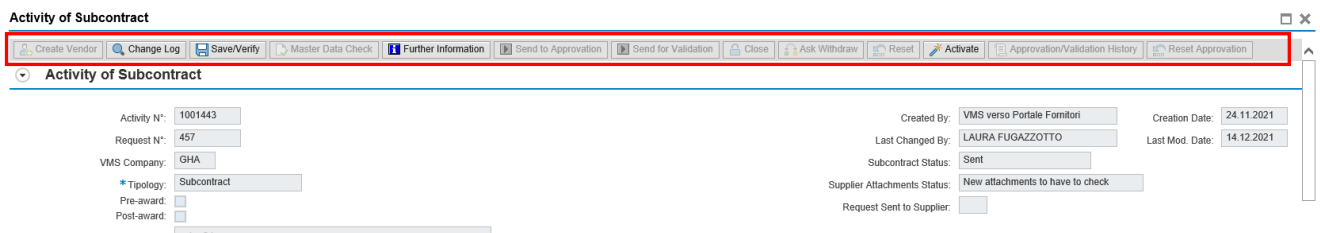
Approve Reject

In the Approval/Validation section there are the **“Approve”** and **“Reject”** buttons that allow respectively the Authorisation or Rejection of a Subcontract sent to the Contract Manager (but only by accessing the Subcontract Authorisation Request item in the VMS **Inbox** menu).

3.1.9 Other Functionalities

In the Subcontracting tab, the following functionalities are provided for the "Subcontract (Contract Manager)" type:

- Further Information
- Master Data Check
- Save/Verify button
- Changes Log
- Approvals/Validations history



The screenshot shows the 'Activity of Subcontract' window. At the top, there is a toolbar with buttons: Create Vendor, Change Log, Save/Verify, Master Data Check, **Further Information** (highlighted with a red box), Send to Approval, Send for Validation, Close, Ask Withdraw, Reset, Activate, Approval/Validation History, and Reset Approval. Below the toolbar, the 'Activity of Subcontract' section contains the following fields:

- Activity N°: 1001443
- Request N°: 457
- VMS Company: GHA
- * Typology: Subcontract
- Pre-award:
- Post-award:
- Created By: VMS verso Portale Fornitori
- Creation Date: 24.11.2021
- Last Changed By: LAURA FUGAZZOTTO
- Last Mod. Date: 14.12.2021
- Subcontract Status: Sent
- Supplier Attachments Status: New attachments to have to check
- Request Sent to Supplier:

3.1.10 Further Information

The Verifier can select the **“Further Information”** button  Further Information to request changes or additions to the Subcontracting Request from the Supplier.

The information request button will only be editable if there is a SAP code associated with the supplier.

Example:

Activity of Subcontract

Activity of Subcontract

Activity N°: 1001443

Request N°: 457

VMS Company: GHA

* Tipology: Subcontract

Pre-award:

Post-award:

* Activity Objective: sub - 24

Commodity Code (CC):

SAP Code: 118171

VMS Code: 5385 ESSELUNGA SPA

Master Data Status: Open

Status V. R. Measures: Active

Clicking on the **"Further Information"** button will open a pop-up where the Verifier can enter the text that will be sent to the supplier via email.

Ask Informations

Request Text

Notification text for the supplier

Yes No

By confirming the request for information, the system updates the Subcontracting Status to **"Further Information"** and marks the **"Request Sent to Supplier"** with an "X". The data in the Subcontracting Form are no longer editable.

Created By: VMS verso Portale Fornitori Creation Date: 24.11.2021
 Last Changed By: LAURA FUGAZZOTTO Last Mod. Date: 15.12.2021
 Subcontract Status: Further Information
 Supplier Attachments Status: New attachments to have to check
 Request Sent to Supplier: X

NOTE: When the Supplier, after the integration/editing of the Subcontract, sends again to VMS the Subcontract Request, the Status in VMS will be set to **"Sent"** and the fields of the will be editable again.

Even when the subcontract is in **"Authorised"** status the **"Request Information"** button is still active. If selected, a pop-up will open in which the Verifier can enter the text that will be sent to the Supplier via e-mail notification. In this case, the subcontract status does not change but **only the flag "Request sent to Supplier" will be set.**

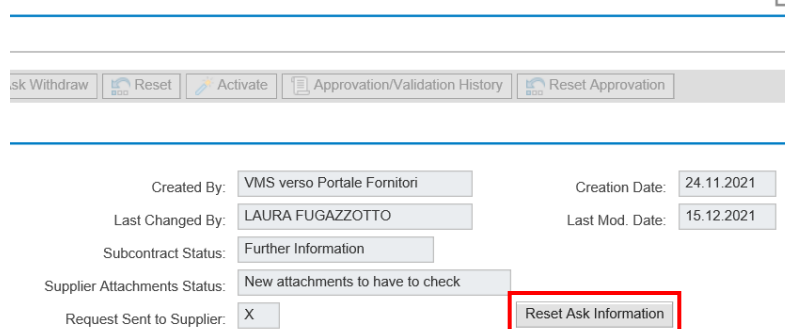
Besides this, it will be possible from the Supplier Portal to update an expired document or insert a new one. When the Supplier, after the modification of the documentation, sends again the Subcontracting Request to VMS, the status will remain "Authorised" and the field "Request sent to Supplier" will be set to blank. Moreover, upon receipt of an update of a document, the **"Status of supplier attachments"** will change to **"New attachments to be verified"**.

For subcontracts **not yet Authorised/Activated**, it will be possible to request the Contractor to modify the following fields:

- Subcontract start and end date
- Amount
- Subject of Subcontract
- Notes

3.1.11 Reset Information Request

Following an information request action by the Verifier, the **"Reset Ask Information"** functionality will be activated next to the "Request sent to supplier" field.



The screenshot shows a subcontract details form. At the top, there is a navigation bar with buttons: "Ask Withdraw", "Reset", "Activate", "Approval/Validation History", and "Reset Approval". Below this, the form contains several fields:

- Created By: VMS verso Portale Fornitori
- Creation Date: 24.11.2021
- Last Changed By: LAURA FUGAZZOTTO
- Last Mod. Date: 15.12.2021
- Subcontract Status: Further Information
- Supplier Attachments Status: New attachments to have to check
- Request Sent to Supplier: X

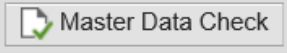
A button labeled "Reset Ask Information" is located to the right of the "Request Sent to Supplier" field and is highlighted with a red border.

The action of **"Reset Ask Information"** will imply a status update of the subcontracting **from "Further Information" to "Sent"** in order to allow the cancellation of the related request and reactivate all the functionalities useful to continue with the subcontract approval process.

If the subcontracting is in **"Authorized"** status, the **"Reset Ask Information" action will not involve a status change** but only an update of "Request sent to supplier" field through the removal of the related flag.

In both of the situations above, **"Reset Ask Information"** made in VMS will also have an effect on what is present on the eniSpace portal, where the data will be restored in line with what is present in VMS, with the sole exception of any additions of attachments which will be ignored despite their presence in VMS.

3.1.12 Master Data Check

The **"Master Data Check"** button  is activated when the Subcontract Status is "Sent" and the **subcontractor SAP code is not present**.



Activity N°: 1001443
 Request N°: 457
 VMS Company: GHA
 * Tipology: Subcontract
 Pre-award:
 Post-award:
 SUB - 24
 * Activity Objective:
 Commodity Code (CC):
 SAP Code:
 VMS Code: 5385 ESSELUNGA SPA
 Master Data Status: Open

Using this button, the system performs a search directly on ENI's Master Data Portal in order to verify the presence or not of SAP codes related to the subcontractor's data.

Activity of Subcontract

Attachment: Sfoglia... Attach document for master and fiscal data of subcontractor

SAP Code	Name	VAT number	Fiscal Code	Organization Name	Country	District	City	Postal Code	Address
0000118171	ESSELUNGAS	01255720169	04916380159	ESSELUNGA SPA	IT	MI	MILANO	20124	VIA VITTOR PISANI 20

If the result of this search shows the existence of more than one SAP code, it will be possible to choose one of them and assign it to the VMS Code of the subcontractor.

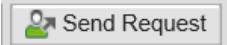
If the Master Data Check does not show any SAP code, or if it is believed that none of the SAP codes found correctly identifies the subcontractor, it is possible to request the creation of a new SAP code by clicking on the button .

Using this button, a pop-up will be displayed showing the subcontractor's master information present in VMS and the master information provided by the InfoProvider, if available.


Activity of Subcontract


Attachment: Sfoglia... Attach document for master and fiscal data of subcontractor

Source	Fiscal Code	VAT number	Postal Code	City	Country	District	Organization Name	Address
VMS	01255720169	04916380159	20124	MILANO	Italy	MI	ESSELUNGA SPA	VIA VITTOR PISANI 20
InfoProvider	01255720169	04916380159	20124	MILANO	Italy	MI	ESSELUNGA SPA	VIA VITTOR PISANI 20

Here it is necessary to select the information to be sent, attach a document certifying the subcontractor's personal and fiscal data, and send the request for creation of the SAP code to the Master Data Portal with the button .

When using the master data check function, the system provides two possible scenarios:

- Immediate creation of the SAP code and valorisation of the corresponding field
SAP Code:  Supplier
- Creation of a SAP Code Creation Request that will be checked and processed later

 Created request no. FC1180505

The SAP code creation request will identify a FC which will be inserted in the field

Request of SAP Code Creation N°:

ONGOING VERIFICATION

Reason KO Request:

and in the field "Ongoing Verification" will appear.

the STANDARD wording "Ongoing

There are two other scenarios following the processing of the SAP code creation request:

- The system creates the SAP code by enhancing the previously defined field.
- The request is not successfully processed, and the system returns a definitive KO and the reason for the rejection. The final KO will be inserted in the field

Request Outcome SAP Code Creation:

, while the motivation in the field "motivation KO request creation SAP code".

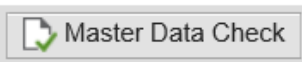
If the file is rejected, the system will activate the "Reset SAP Code" function.

INCORRECT DATA


Reason KO Request:




which, once used, will allow the use of the Master

Data Check functionality again  for the purpose of resubmitting the file for the SAP code creation request.

3.1.13 Save/Verify

The "Save/Verify" button  saves the data entered and at the same time checks for blocking and/or warning errors.

3.1.14 Change Log button

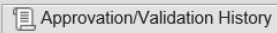
The "Change Log" button  allows you to view the changes made to the subcontract.

List of changes of Subcontract Nr.: 1001441

Log

Table	Fieldname	Indicator	Old Value	New Value	User	Date	Time	Transaction	Object Value	Change Ind.
YGS_SUBCNTRS_NM	SUBCTR_STATUS_NEW	Subcontract Status	Under Approval	Authorized	PROVA29	24.11.2021	12:21:35	WF_SUBCONTRACT	0001001441	U
YGS_SUBCNTRS_NM	SUBCTR_STATUS_NEW	Subcontract Status	Sent	Under Approval	PROVA27	24.11.2021	12:20:54	WDA_SUBAPPALTI_NM	0001001441	U
YGS_SUBCNTRS_NM	SUBCTR_STATUS_NEW	Subcontract Status	Further Information	Sent	PROVA27	24.11.2021	12:20:49	WDA_SUBAPPALTI_NM	0001001441	U
YGS_SUBCNTRS_NM	SUBCTR_STATUS_NEW	Subcontract Status	Sent	Further Information	PROVA27	24.11.2021	12:20:41	WDA_SUBAPPALTI_NM	0001001441	U
YGS_SUBCNTRS_NM	SUBCTR_STATUS_NEW	Subcontract Status	Under Approval	Sent	PROVA27	24.11.2021	12:20:32	WDA_SUBAPPALTI_NM	0001001441	U
YGS_SUBCNTRS_NM	SUBCTR_STATUS_NEW	Subcontract Status	Sent	Under Approval	PROVA27	24.11.2021	12:20:30	WDA_SUBAPPALTI_NM	0001001441	U
YGS_SUBCNTRS_NM	PRE_AWARD	Pre-Award Subcontract		X	PROVA27	24.11.2021	12:20:28	WDA_SUBAPPALTI_NM	0001001441	U
YGS_SUBCNTRS_NM	SUBCTR_OUTCOME	Subcontract Outcome		Accept	PROVA27	24.11.2021	12:20:28	WDA_SUBAPPALTI_NM	0001001441	U

3.1.15 Approval/Validation History button

The “**Approval/Validation History**” function  allows you to view the log of Approvals and/or Refusals and related notes, if any.

Activity of Subcontract

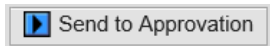
Approvative Level	Complete name	Data Approv./Valid.	Flusso
01	ALBERTO NEGRI	30.11.2021	01

Approvative Level	Approval Decision	Complete name	Data Approv./Valid.	Creation Time	Testo Notifica Fornitore	Flusso	Note internal use
01	Approved	Approvatore new subappalti	01.12.2021	14:53:32		01	

Close

3.1.16 Submit for Approval the Subcontract Request

The Verifier shall, upon completion of the procedural and systemic checks, send the Subcontract to the Contract Manager for authorization, via the "Send for Approval" button.



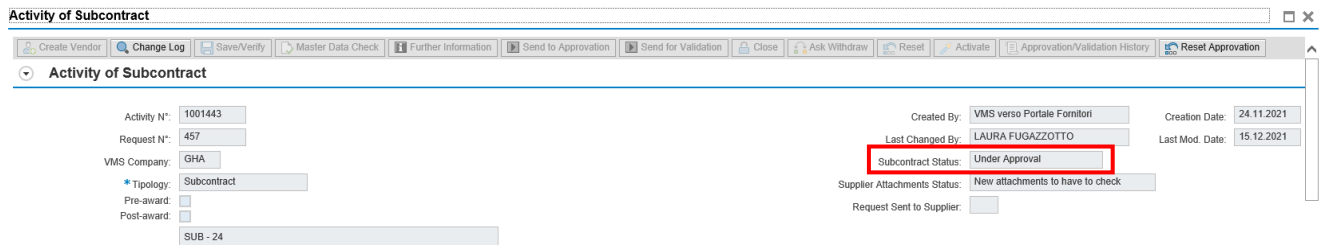
To send a Subcontract for Approval, it is necessary that:

- the SAP Code of the Subcontractor is present
- the Pre-Award flag or the Post-Award flag must be ticked
- the Subcontract Verification Result (Acceptance or Rejection) has been chosen
- Validation of all attachments present.
- Presence of at least one attachment in the subcontracting file

Once the submission in Authorisation has been made the system will

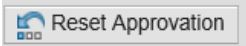
- send a Subcontract Approval Request email containing the link to the VMS Entry for Approval or Rejection.

- Update the Subcontract Status to **"Under Approval"** and the Subcontract is no longer editable.



3.1.17 Reset sending a subcontract for approval

Once the subcontract has been sent for approval the system, if the subcontract has not yet been authorised/rejected by the manager, will allow the reset of the approval and consequently the cancellation of the request.

The reset can be done through the function **"Reset Approval"** located among the header functionalities .

Using this functionality implies:

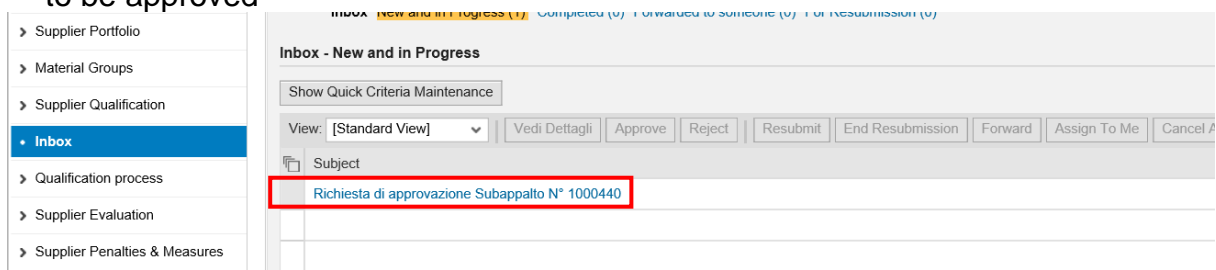
- a change of the subcontracting status from "Under Approval" to "Sent"; and
- sending an e-mail to the manager informing him that the previous submission for approval has been cancelled.

The verifier will be able to carry out all the necessary checks again with the purpose of a subsequent submission for approval.

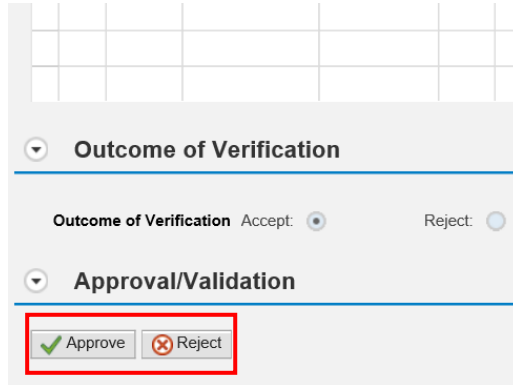
3.1.18 Authorization or Refusal of the Subcontract Request

The Authorisation or Refusal of a Subcontracting Request can be done by the identified Contract Manager in two ways:

- by clicking on the link received in the **notification email** and again by clicking on the Subject of the item to be approved
- by accessing directly from VMS the **Inbox** and again clicking on the subject of the item to be approved



Subcontracting Authorisation Request, the system displays the Subcontracting tab, where in the Approval/Validation section the **Approve** and **Reject** buttons are available.



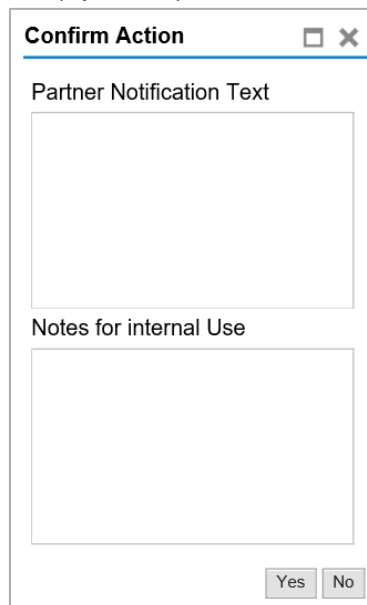
3.1.19 Authorization or Refusal of the Subcontract

In case of having the value "Accept" in the Outcome of Verification section of the subcontract, the operator may:

1. Approve the subcontract.

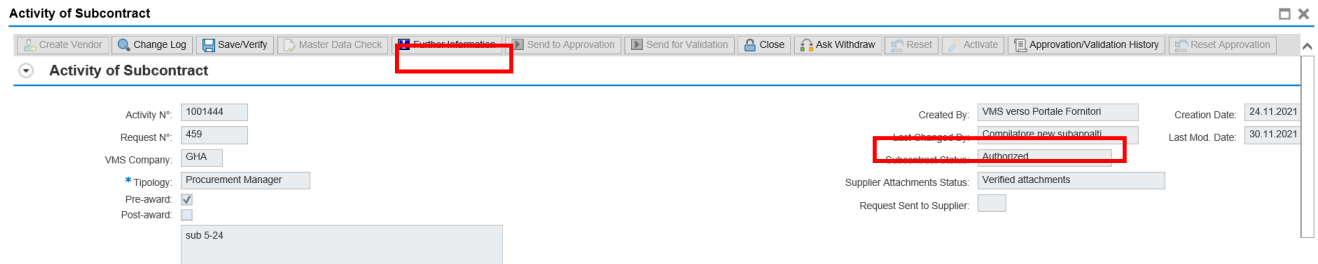
By selecting the "**Approve**" button, the system will

- open a Confirm Action pop-up where you can enter Notes for internal use (optional) and the Partner Notification Text (optional)



- send a notification email to the supplier containing the Partner Notification Text if any
- Update the status of the Subcontract to "Authorised": the Subcontract can no longer be modified.

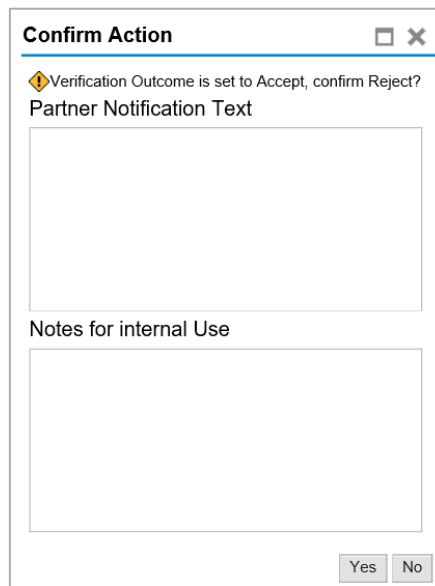
For Subcontracts requested from the Supplier Portal the "**Further information**" button (described in paragraph 3.1.10) remains active to allow the Verifier to request the Supplier to update the Subcontract documentation subject to expiration.



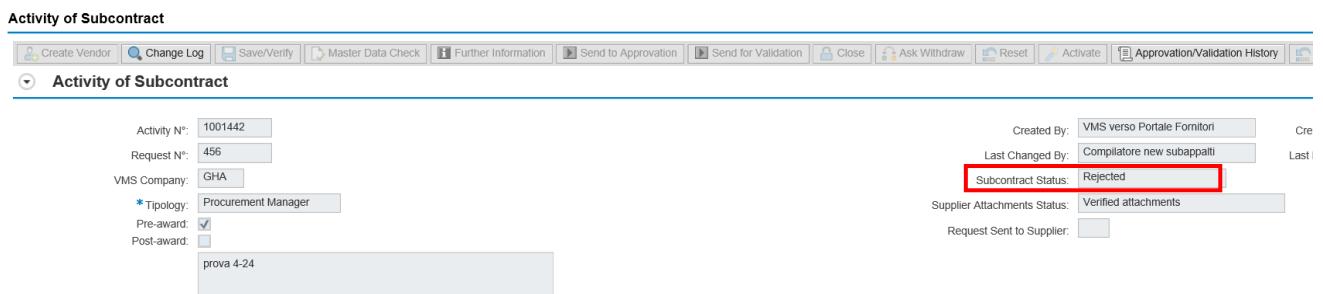
2. **Reject the subcontract in disagreement with the outcome of the verifications set by the verifier:** in this case a warning message will be displayed to notify the discrepancy between the outcome of the verifications and its action, but leaving the operator free to proceed.

By selecting the **"Reject"** button, the system

- opens a Confirm Action pop-up where you can enter Notes for internal use (optional) and the Partner Notification Text (mandatory)



- sends a notification e-mail to the Supplier containing in the Rejection Reason the Partner Notification Text
- updates the Subcontract status to "Rejected": the Subcontract is no longer editable



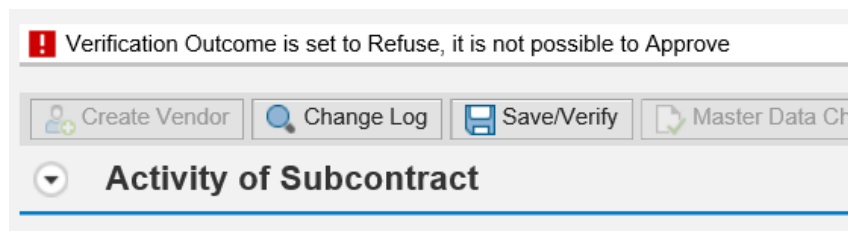
If the value "Reject" is set in the Outcome of Verifications section, the Manager may:

1. Reject the Subcontract
2. Approve the Subcontract

In the first case the system will allow (after entering the reason) the rejection of the subcontract closing the authorization process and setting the status of the subcontract from "Under Approval" to "Rejected".

In the second case the system will prevent the closure of the approval process by displaying a message explaining the discrepancy between the Manager's decision and the outcome of the verifications by the Verifier (see below); in this case the Manager may:

- Reject the subcontract (as proposed by the Verifier)
- Invite the Verifier to reset the submission for approval in order to comply with all the checks required for the approval of the subcontract itself.



3.1.20 Entry of Final Balance

It is possible to fill in the Final Balance section for Subcontracts. This allows you to monitor the remaining validity of a Subcontract.

Actual Amount: Zero Balance: Reason Zero Balance: 

Actual Amount Date: 

It will be possible to check the field “**Actual to zero**” when the Actual amount is zero. In addition, if you set Actual to zero, you must enter a Reason for it.

Activity of Subcontract □ ×

Reason for Zero Balance


The final balance page becomes


Actual Amount: Zero Balance: Reason Zero Balance: 

Actual Amount Date:

If you want to enter balances other than 0, both the zero-balance flag and the Zero Balance Reason field must be unchecked.

Naturally, the zero-balance field can no longer be edited, as shown below:

Actual Amount: Zero Balance: Reason Zero Balance: 

Actual Amount Date: 

The final amount for "Withdrawn" or "Concluded" subcontracts will be added to the "Total Subcontracts Amount" in the Contract section of the Subcontract Form.

3.2 Conclusion of Subcontracts

In order to conclude a subcontract, it is **necessary that the status is "Authorised" or "Activated"**.

In order to conclude a subcontract/sub-contract it is mandatory to enter the actual amount as explained in the previous paragraph.

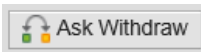
The function key to use is **"Close"**.  which will:

- Send the Supplier a Notification email regarding the closure of the Subcontract
- Set the status of the Subcontract/Subcontract to "Concluded"

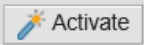
Subcontract Status:

3.3 Withdrawal of subcontracts

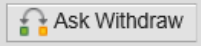
Withdrawal of Subcontracts is possible for both Contract Manager and Procurement Management type Subcontracts in "Authorised" status or for Subcontracts in "Activated" status.

This can be done by using the button  **Ask Withdraw**, which triggers two distinct flows, depending on the type of subcontract.

3.3.1 Withdrawal of Subcontracts (Type: Subcontract)

After filling in all mandatory data, the Verifier activates the subcontracting request using the button .

The system sets the sub-contracting status to **"Active"**

Once the sub-contract has been activated, the Verifier, with the action of the  button, determines the Subcontract's status as **"Withdrawn"** and an update is sent to the Portal to inform the supplier by email.

Subcontract Status:

3.3.2 Withdrawal of subcontracts (Type: Contract Manager and Procurement Management)

For Contract Manager and Procurement Management Subcontracts on the other hand, the **Ask Withdrawal** button triggers an approval workflow for the Subcontract Withdrawal Approval Request to the Contract Manager or the Procurement Unit Manager (for post-award Procurement Management Subcontracts only) and the status is updated.

Activity of Subcontract

Activity of Subcontract

Activity N°: 1001444
 Request N°: 459
 VMS Company: GHA
 * Typology: Procurement Manager
 Pre-award:
 Post-award:
 sub 5-24

Created By: VMS verso Portale Fornitori
 Last Changed By: LAURA FUGAZZOTTO
 Subcontract Status: **Withdrawal Request**
 Supplier Attachments Status: Verified attachments
 Request Sent to Supplier:

The Contract Manager or Procurement Unit Manager receives the approval task in his **Inbox**, and from there it will be able to open the subcontracting form and proceed to approve or reject the request for revocation of the subcontracting.

Other Attachment for internal use

Sfogli... Attach

File	User ID	Complete Name	Creation Date	Time

Outcome of Verification

Outcome of Verification Accept: Reject:

Approval/Validation

Confirm Action

Partner Notification Text

Notes for internal Use

Either by clicking on "Approve" or "Reject", a pop-up is opened in which the manager can enter notes for internal use or the Text which is notified to the Supplier.

3.3.3 Approval of Subcontract Withdrawal

With "Approve" it is mandatory to enter the Partner Notification Text, which will be sent by the Portal to the supplier.

The sub-contracting status is set to **"Withdrawn"**.

Subcontract Status:

3.3.1 Refusal of Subcontract Withdrawal

With "Reject" it is not mandatory to enter any text and the status of the sub-contracting returns to "Authorised".

3.4 Subcontracts entered by the Supplier Portal

Another type of subcontracting that suppliers can submit through the Supplier Portal is the Subcontract and, like all subcontracts, is characterised by a Request number.

Activity of Subcontract

Activity N°:	1001443	Created By:	VMS verso Portale Fornitori	Creation Date:	24.11.2021
Request N°:	457	Last Changed By:	LAURA FUGAZZOTTO	Last Mod. Date:	16.12.2021
VMS Company:	GHA	Subcontract Status:	Sent	Supplier Attachments Status:	New attachments to have to check
* Tipology:	Subcontract	Request Sent to Supplier:	<input type="checkbox"/>		
Pre-award:	<input type="checkbox"/>				
Post-award:	<input type="checkbox"/>				
	SUB - 24				
* Activity Objective:					
Commodity Code (CC):					
SAP Code:	118171	Supplier:			
VMS Code:	5385	ESSELUNGA SPA			
Master Data Status:	Open				
Status V. R. Measures:	Active				
Supplier/GM status:	Not assigned				
* Amount in Euro:	10.000,00				
* Amount in Contract Currency:	10.000,00				
* Contract Currency:	USD				
* Start Date:	16.11.2021				
* End Date:	24.11.2021				
Notes:					<input type="checkbox"/>
Rating Eco-fin:					
Rating Eco-fin Date:					
Rating Reserve:					

On the Subcontracts entered by the Portal, the only fields that may be edited are those relating to the Outcome of Verification and External Checks.

These last two sections can be filled in as described in the following paragraphs.

3.4.1 States of the Subcontracts entered through the Portal

In the Subcontracts management form, the Subcontracting Status for Subcontracting Requests of type Subcontract can be:

- **Sent:** The Request has been received in VMS: either in case of first sending or following a request for further information. In both cases a notification e-mail is sent to the Contract Manager.
- **Further Information:** The Subcontract is referred to the Supplier Portal, where the Supplier can make changes/additions. A notification e-mail is sent to the Supplier.
- **Active:** The Subcontract Request has been activated. It is possible to enter balances on the Portal. A notification e-mail has been sent to the Contract Manager (for cases of requests sent from the Portal to VMS).
- **Concluded:** The Subcontract is closed (both on the Portal and in VMS): no more changes are possible (both on the Portal and in VMS)
- **Withdrawn:** The Subcontract has been revoked. An email notification (from the Supplier Portal) is sent to the Supplier with the reason for the revocation.
- **Cancelled:** The Subcontract Request inserted by the Supplier on the Portal is cancelled or the Subcontract inserted directly in VMS is cancelled (only if the status is Draft)

3.4.2 Attachments' Status

See section 3.1.3

3.4.3 External Check




See section 3.1.5

3.4.4 Attachments

On Subcontract Requests entered from the Portal it is only possible to insert attachments in the section Other attachments for internal use

▼ Attachments

Attachments uploaded by the supplier

N° allegato	Link allegato	Descrizione allegato	Tipo allegato	Inizio validità	Fine validità	Attach. Validation	Date Validation	User Validation
01		REMOTE OPERATED VEHICLE (ROV)	40	01.11.2021	30.04.2022	<input type="checkbox"/>		
02		prova 2	43	07.11.2021		<input type="checkbox"/>		
03		prova 3	36	08.11.2021		<input type="checkbox"/>		

Other Attachment for internal use

File	User ID	Complete Name	Creation Date	Time	Description

3.4.5 Outcome of Verification

For subcontracts (type “Subcontract”), it is not mandatory to enter a result in the Verification Result section.

▼ Outcome of Verification

Outcome of Verification Accept: Reject: Reason for the Outcome: 

If a Refusal outcome is entered, it is mandatory to also enter an Outcome Reason.

3.4.6 Further Information

See paragraph 3.1.10

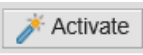
3.4.7 Reset Information request

See paragraph 3.1.11

3.4.8 Save / Verify button

See paragraph 3.1.13

3.4.9 Activation of the Subcontract

The Verifier activates the subcontracting request using the button . The system sets the subcontracting status to "Active".

Subcontract Status:

3.4.10 Change Log button

See section 3.1.14

4 FUNCTIONALITY OF THE SUBCONTRACTING TAB

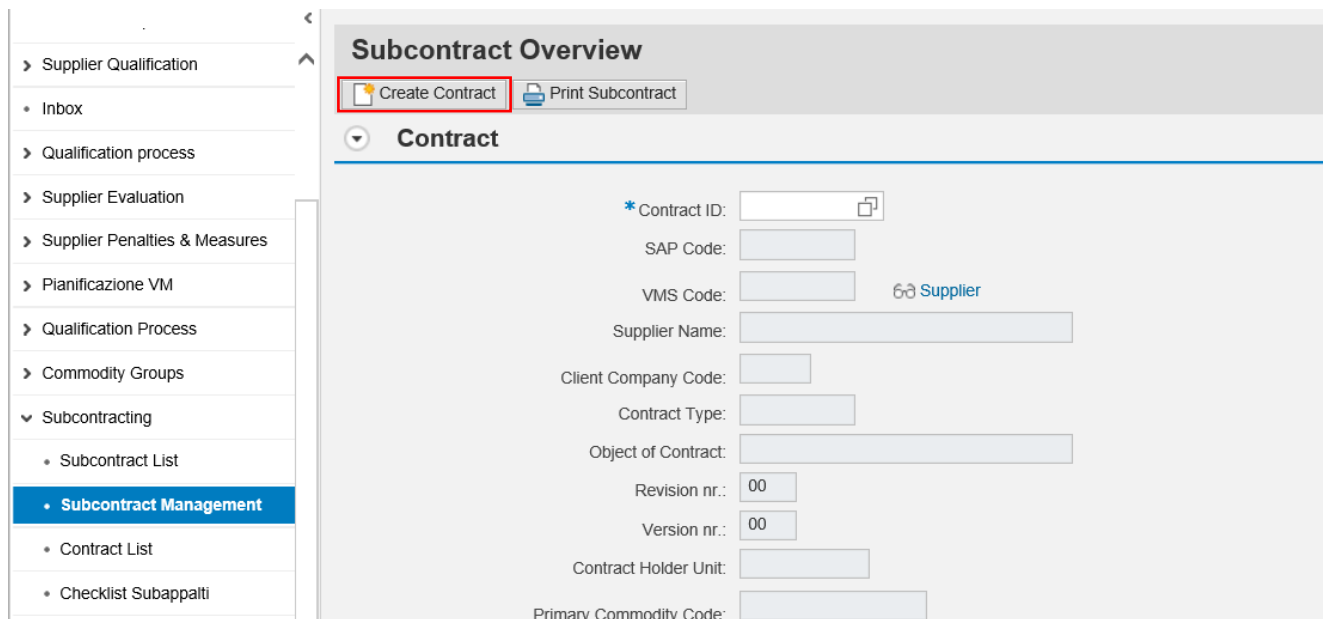
In the Subcontract Management application, there are functionalities:

- Create Contract
- Print Subcontract

4.1 Ceate Contract

In exceptional cases where contracts are not managed in SIA, the VMS also offers the possibility of entering contracts manually.

Directly from the Subcontracts tab it will be possible, using the 'Create Contract' button, to enter all the information relating to the contract to be created.



Subcontract Overview

Contract

* Contract ID:

SAP Code:

VMS Code: [Supplier](#)

Supplier Name:

Client Company Code:

Contract Type:

Object of Contract:

Revision nr.:

Version nr.:

Contract Holder Unit:

Primary Commodity Code:

The information to be entered is divided into two different tabs, Basic Data and Organisational Data:

Basic Data

Contracts: New

Save

Basic Data Organizational Data

* Contract ID: 5000004485

* Contract Type: APERTO

* Primary Commodity Code: SS12AB02

* Supplier SAP Code: 120020

* Supplier VMS Code: 113

* Supplier Name: DRESSER ITALIA SPA2

* Contract value: 40.000,00 EUR

* Contract Value(EUR): 40.000,00

* Approval Date: 10.12.2021

* Valid From: 14.12.2021

* Valid To: 31.12.2026

Italian Legislative Decree 163:

Contract Reference Number:

Revision nr.: 00

Version nr.: 00

* Object: TEST

Insert Date:

Insert Time: 00:00:00

Insert User: UID1055098

Once the mandatory data have been entered, in the Subcontracted Activities section of the General Data tab the data for Subcontracted Contracts must be filled in. In order to allow the insertion of Subcontracting. The field must be filled in with "YES" and the data must be completed:

- Procurement Management (if Subcontracts fall into this category)
- Subcontractable amount (in contract currency)
- Subcontractable Product Classes

Subcontractable Activities

Subcontractable Contract: X

Subcontractable Amount (exchange contract): 0,00

Subcontractable Amount (Euros): 0,00

Subcontractable Commodity Code

Aggiungi classe prodotto Cancella classe prodotto

Commodity Code	Commodity Description
The table does not contain any data	

Organisational Data

Use match-codes to valorise Principal Company and Manager Unit fields:

Contracts: New

Save

Basic Data **Organizational Data**

* Client Company Code: GH01 ENI GHANA EXPL PROD LTD

* Contract Holder Unit: GBV

4.2 Print Subcontract

In the Subcontracts tab there is also a 'Print Subcontract' function key, where the user can either print the Subcontracts tab or save the information to a PDF file.

- > Supplier Qualification
- Inbox
- > Qualification process
- > Supplier Evaluation
- > Supplier Penalties & Measures
- > Pianificazione VM
- > Qualification Process
- > Commodity Groups
- ▼ Subcontracting
 - Subcontract List
 - **Subcontract Management**
 - Contract List
 - Checklist Subappalti

Subcontract Overview

Create Contract

▼ **Contract**

* Contract ID:

SAP Code:

VMS Code: [Supplier](#)

Supplier Name:

Client Company Code:

Contract Type:

Object of Contract:

Revision nr.:

Version nr.:

Contract Holder Unit:

Primary Commodity Code:

5 LIST OF SUBCONTRACTS

In the section of the VMS menu dedicated to Subcontracts, there is a report called '**Contract List**', downloadable as an Excel file, with which it will be possible to obtain a list of all Contracts (always the latest revision/version) according to certain selection parameters filtered according to the Management Units to which the user will be enabled:

SAP NetWeaver Business Client

Welcome LAURA FUGAZZOTTO

Supplier Lifecycle Management | SAP 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 | Overview | Development | Utilities

Active Queries

Contract List **Contract List Query (24)**

Contract List - Contract List Query

Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

SAP System: GPS

Contract ID:

Contract Type:

Primary Commodity Code:

Supplier SAP Code:

Supplier VMS Code:

Client Company Code:

Valid From:

Valid To:

Contract Holder Unit:

Object of Contract:

ITYPE=YV_SUBAPP_GM

Apply Clear

View: [Standard View] Export Refresh

SAP System	Client Company Code	Contract ID	Object of Contract	Contract Type	Contract Holder Unit	Primary Commodity Code	Supplier SAP Code	Supplier VMS Code	Supplier Name	Contract value	Currency
GPS	GH01	4611114669	Local PO GH_BUYER_01 22.11.2021 16:22	CHIUSO	GHR	BB01AA02	101112	813	GSM SPA	1.000,00	USD

This list has certain selection parameters as input and certain information as output.

By navigating to the contract code, it is possible to view the details of the contract itself. In addition, only in the case of a manually created contract, **only the author of the creation** will have the possibility to use the functionalities:

- a. Edit
- b. Delete

5.1 Modification of a contract

As mentioned above, it will be possible to modify the contract by using the “**Edit**” icon.

Contracts: Display

Basic Data Organizational Data

* Contract ID: 250003270

* Contract Type: APERTO

* Primary Commodity Code: BB02AB11

* Supplier SAP Code: 128596

* Supplier VMS Code: 8669

* Supplier Name: SINT S.P.A.

* Contract value: 25.100.000,00 EUR

* Contract Value(EUR): 25.100.000,00

* Approval Date: 16.12.2014

* Valid From: 22.11.2010

* Valid To: 31.03.2015

Dlgs 163:

N° CIG:

Revision nr.: 07

Version nr.: 09

* Object: REBRANDING PP.V. ITALIA (AREA CENTR

Insert Date: 10.07.2015

Insert Time: 16:31:41

Insert User: CO28507

Change Date:

Change Time: 00:00:00

Change User:

Deleted:

which **will only allow the user who entered the contract** to make changes in the fields open to this activity.

5.2 Cancellation of a contract

A manually entered contract can only be deleted by the user who entered it, using the icon provided that existing constraints related to Vendor Rating activities are respected (existence of Performance Review processes) and that there are no Sub-contracts already registered.

Contracts: Display

Edit Delete Save Change List

Basic Data Organizational Data

* Contract ID: 250003270

* Contract Type: APERTO

* Primary Commodity Code: BB02AB11

* Supplier SAP Code: 128596

* Supplier VMS Code: 8669

* Supplier Name: SINT S.P.A.

* Contract value: 25.100.000,00 EUR

* Contract Value(EUR): 25.100.000,00

* Approval Date: 16.12.2014

* Valid From: 22.11.2010

* Valid To: 31.03.2015

Dlgs 163:

N° CIG:

Revision nr.: 07

Version nr.: 09

* Object: REBRANDING PP.V. ITALIA (AREA CENTR)

Insert Date: 10.07.2015

Insert Time: 16:31:41

Insert User: CO28507

Change Date:

Change Time: 00:00:00

Change User:

Deleted:

Also, from this list (Contract List) it will be possible to perform the Create Contract activity (described in paragraph 4.1) and, by selecting a contract, Create a Subcontract Activity.

6 ENTERING "CONTRACT MANAGER" SUBCONTRACTS IN VMS

For contracts that can be subcontracted and that do not provide for Subcontracts in the Procurement Management (Procurement Management Subcontracts flag not ticked), the Verifier may, for special requirements, directly enter Subcontracts of type "**Contract Manager**" in VMS.

From the contract tab select the **New subcontract** button:

Subcontracts

New Subcontract Update link

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Supplier Name	Vendor Status	Status V. R. Measures	Subcontract Status	Attach. Status
1001445	UAT_Sub eniGhana	5385	118171	ESSELUNGA SPA	Open	Active	Concluded	Verified attachments
1001444	sub 5-24	5385	118171	ESSELUNGA SPA	Open	Active	Withdrawal Request	Verified attachments

This will open the Subcontracting creation tab where you can select the type of **Subcontract (Contract Manager)**, as shown below:

Activity of Subcontract

Activity N°: 0

Request N°:

VMS Company: GHA

* Tipology: **Contract Manager**

Pre-award:

Post-award:

Once the mandatory data have been entered, the sub-contracting can be saved and the status is set to "Draft".

Activity of Subcontract

Activity N°: 0

Request N°:

VMS Company: GHA

* Tipology: **Contract Manager**

Pre-award:

Post-award:

* Activity Objective: TEST

* Commodity Code (CC): BB01AA10 cast iron pipes

SAP Code: 160746

VMS Code: 201 AANT

Created By: LAURA FUGAZZOTTO

Last Changed By:

Subcontract Status: Draft

Supplier Attachments Status:

Request Sent to Supplier:

Like the other types of Subcontracting created in VMS, the Request Number (number of the Subcontracting Request entered by the contractor on the Supplier Portal) is not set for this type.

6.1.1 States of the Subcontract (Contract Manager type)

In the tab for the management of Subcontracts, the Subcontracting Status, in relation to the types of Subcontracts Manager Contract entered by VMS, can be:

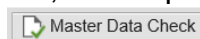
- **Draft:** the subcontract has been entered directly into VMS and is in process.
- **In Approval:** The subcontract has been sent for approval.
- **Approved:** The Contract Manager Subcontract both Pre and Post Award has been approved by the Contract Manager and has been sent to the Supplier Portal.
- **Closed:** The subcontract is closed (both on the Portal and in VMS): no more changes can be made (both on the Portal and in VMS).
- **Withdrawal Request:** The Subcontract has been sent for approval for Revocation Request.
- **Withdrawn:** The Subcontract has been revoked. An email notification (from the Supplier Portal) is sent to the Supplier with the reason for the revocation.

6.1.2 Attachments' Status

See section 3.1.3

6.1.3 Master Data Check

When the subcontract is in "Draft" status and where the Eni code of the Subcontractor is not set, it is possible to check the Centralised Master Data directly from VMS (button



) to identify or have the corresponding Eni code created.

For more details, please refer to paragraph 3.1.12.

6.1.4 External Check

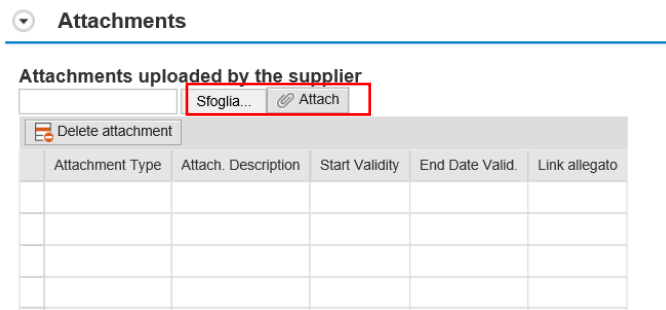
See section 3.1.5

6.1.5 Attachments

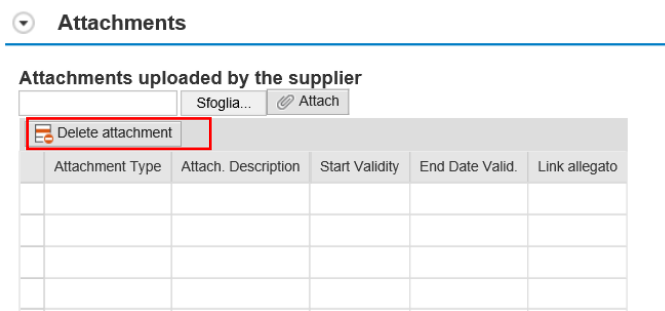
See paragraph 3.1.6

In particular:

- Insertion of attachments to the local VMS subcontract is not mandatory
- Insertion of attachments will be allowed also for Authorised/Activated subcontracts



Deletion of attachments is allowed except for those whose insertion date is less than or equal to the date of Approval/Activation in order to safeguard the attachments inserted in the authorised document.

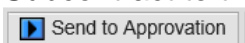


6.1.6 Outcome of Verification

See section 3.1.7

6.1.7 Send to Approval

The Verifier shall, upon completion of the procedural and systemic checks, send the Subcontract to the Contract Manager for approval, using the **"Send to Approval"** button.



To send a Subcontract for Authorisation, it is necessary that:

- the SAP Code of the Subcontractor is present



- the Pre-Award or Post-Award flag is set
- the Subcontract Verification Result (Acceptance or Rejection) has been chosen.

Once the Subcontractor has been sent to Authorisation the system will:

- send a Subcontract Approval Request email containing the link to the VMS Inbox for the Approval or Rejection
- Update the Subcontract Status to "Under Approval" and the Subcontract is no longer editable.

Subcontract Status:

6.1.8 Authorisation of the Subcontract

See details in section 3.1.18

The authorised Subcontract is sent to the Supplier Portal.

6.1.9 Rejection of the Subcontract

See details in section 3.1.19

7 ENTERING "PROCUREMENT MANAGEMENT" SUBCONTRACTS IN VMS

For contracts that can be subcontracted and that provide for Procurement Management Subcontracts (Procurement Management Subcontracts flag valorised), the Buyer may directly enter "Procurement Management" subcontracts in VMS.

Below are the two types of subcontracting type "Procurement Manager": **Pre-Award and Post-Award.**

Please note that for all types of subcontracting created in VMS, the Request Number (number of the Subcontracting Request entered by the contractor on the Supplier Portal) is not present in the system.

7.1 PRE-AWARD PROCUREMENT MANAGEMENT SUBCONTRACTS

Pre-Award "Procurement Manager" subcontracts can be entered directly into VMS by the Buyer.

From the contract tab with the "Procurement Management" flag set, select **the New Subcontract** button.

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Supplier Name	Vendor Status	Status V. R. Measures	Subcontract Status	Attach. Status
1001445	UAT_Sub eniGhana	5385	118171	ESSELUNGA SPA	Open	Active	Concluded	Verified attachments
1001444	sub 5-24	5385	118171	ESSELUNGA SPA	Open	Active	Withdrawal Request	Verified attachments

This opens the Subcontract Creation tab where you can select the type of Subcontract (Procurement Manager), as shown below:

Activity of Subcontract

Activity N°:

Request N°:

VMS Company:

* Tipology:

Pre-award:

Post-award:

Activity Objective:

* Commodity Code (CC): cast iron pipes

SAP Code:

VMS Code: AANT

Master Data Status:

Status:

Set the Pre-Award flag

* Tipology:

Pre-award:

Post-award:

By filling in all other mandatory fields and saving , the Sub-contracting Status is set to "Draft".

Activity of Subcontract

Activity N°:

Request N°:

VMS Company:

* Tipology:

Pre-award:

Post-award:

Activity Objective:

Created By:

Last Changed By:

Subcontract Status:

Supplier Attachments Status:

Request Sent to Supplier:

7.1.1 States of the Pre-Award Procurement Management Subcontracts

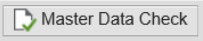
In the tab for the management of Subcontracting, the Subcontracting Status, with regard to the types of Pre-Award Procurement Management Subcontracts inserted in VMS, can be

- **Draft:** the subcontract has been entered directly in VMS and is in process.
- **Under Approval:** the subcontract has been sent for approval.
- **Active:** the Subcontract has been approved by the Procurement Unit Manager and is sent for activation to the Supplier Portal.
- **Activation Request:** The Supplier has made a request to activate the 'Activable' subcontract on the Supplier Portal.
- **Rejected:** the subcontract sent for approval has been rejected by the Approver.



- **In Validation:** The subcontract has been sent for validation by the Contract Manager.
- **Approved:** The Procurement Management Pre-Award subcontract has been approved by the Contract Manager.
- **Closed:** The subcontract is closed (both on the Portal and in VMS); no more changes can be made (both on the Portal and in VMS).
- **Withdrawal Request:** The Subcontract has been sent for approval for Withdrawal Request.
- **Withdrawn:** The Subcontract has been withdrawn.

7.1.2 Master Data Check

The Buyer or the Verifier on the subcontracts with the "Draft" status and where the Eni code of the subcontractor is not set, can directly from VMS carry out a check on the Centralised Master File (button ) to identify or have the corresponding Eni code created. For more details, please refer to section 3.1.12.

7.1.3 External Check

See section 3.1.5

7.1.4 Attachments

See section 6.1.6

7.1.5 Verification Outcome

See section 3.1.7

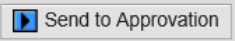
7.1.6 Save/Verify Button

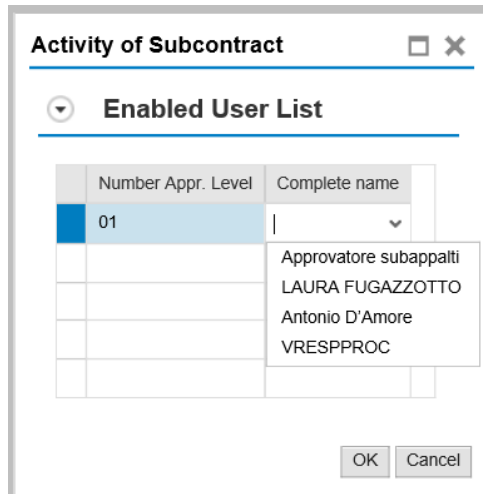
See section 3.1.13

7.1.7 Send for Approval a Pre-Award Procurement Management Subcontract

In order to send a Subcontract for Approval, it is necessary that:

- the SAP Code of the subcontractor is present
- the Pre-Award flag is set

Once submitted for approval , the system will open a pop-up where you can choose the Procurement Unit Manager to whom the subcontract should be sent for approval.

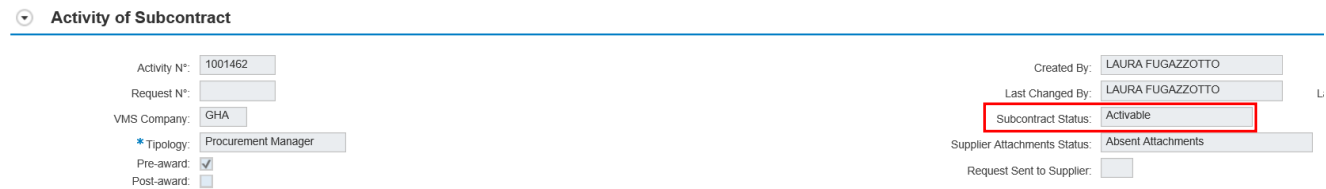


The system sends a Subcontract Approval Request email containing the link to the VMS Inbox for Approval or Rejection and updates the Subcontract Status to **"Under Approval"**, the Subcontract will no longer be editable

Subcontract Status:

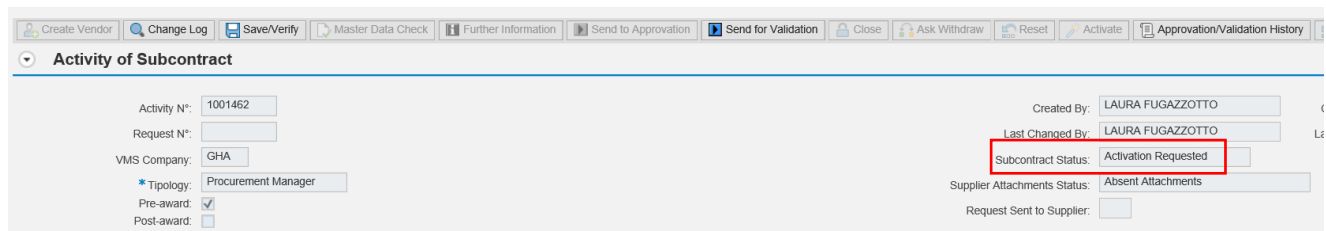
7.1.8 Activation of the Pre-Award Procurement Management Subcontract

When the Unit Manager approves the Subcontract, the Subcontract is updated, changing the Subcontract Status to **"Activable"** and is transmitted to the Supplier Portal (please note that the attachments will not be visible by the Supplier on the portal).

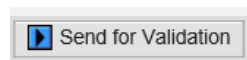


7.1.9 Send for Validation of the Pre-Award Procurement Management Subcontract

Following the activation of the Subcontract by the Contractor in the Supplier Portal, in VMS the Subcontracting Status of the Procurement Pre-Award Subcontract is **"Activation Request"**.



The verifier can send the document for validation by clicking on the button



The status of the Subcontract becomes **"In Validation"**.



Activity of Subcontract

Activity N°: 1001462
 Request N°:
 VMS Company: GHA
 * Tipology: Procurement Manager
 Pre-award:
 Post-award:
 TEST

Created By: LAURA FUGAZZOTTO
 Last Changed By: LAURA FUGAZZOTTO
 Subcontract Status: In Validation
 Supplier Attachments Status: Absent Attachments
 Request Sent to Supplier:

7.1.10 Authorisation of the Pre-Award Procurement Management Subcontract

The Contract Manager may approve the activation of the Procurement Management Pre-Award Subcontract by following the instructions in paragraph 3.1.18.

7.1.11 Refusal of the Pre-Award Procurement Management Subcontract

The Contract Manager may reject the activation of the Procurement Management Pre-Award Subcontract by following the instructions in paragraph 3.1.19.

7.2 POST-AWARD PROCUREMENT MANAGEMENT SUBCONTRACTS

Post-Award "Procurement Manager" subcontracts can be entered directly into VMS by the Buyer.

From the contract tab with the "Procurement Management" flag set, select the **New Subcontract** button.

Subcontracts

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Supplier Name	Vendor Status	Status V. R. Measures	Subcontract Status	Attach. Status
1001445	UAT_Sub eniGhana	5385	118171	ESSELUNGA SPA	Open	Active	Concluded	Verified attachments
1001444	sub 5-24	5385	118171	ESSELUNGA SPA	Open	Active	Withdrawal Request	Verified attachments

Activity of Subcontract

Activity N°: 0

Request N°:

VMS Company: GHA

* Tipology: Procurement Manager

Pre-award:

Post-award:

Activity Objective: TEST

* Commodity Code (CC): BB01AA10 cast iron pipes

SAP Code: 160746 Supplier

VMS Code: 201 AANT

Master Data Status: Open

Active

Validate the Post-Award flag.

Activity N°: 0

Request N°:


VMS Company: GHA

* Tipology: Procurement Manager

Pre-award:

Post-award:

Activity Objective: TEST

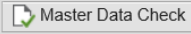
By filling in all other mandatory fields and saving , the Sub-contracting Status is set to "Draft".

7.2.1 States of the Post-Award Procurement Management Subcontracts

In the tab for the management of Subcontracting, the Subcontracting Status, in relation to the types of Subcontracting Management Procurement Post-Award inserted by VMS, can be

- **Draft:** the subcontract has been entered directly in VMS and is in process.
- **Under Approval:** The subcontract has been sent for approval.
- **Approved:** The Post-Award Procurement Management subcontract has been approved by the Contract Manager.
- **Rejected:** The subcontract sent for approval has been rejected by the Approver.
- **Closed:** The subcontract is closed (both on the Portal and in VMS): no more changes can be made (both on the Portal and in VMS).
- **Withdrawal Request:** The Subcontract has been sent to the Approver for Withdrawal Request.
- **Withdrawn:** The Subcontract has been withdrawn.

7.2.2 Master Data Check

The Buyer on the Subcontract in the "Draft" status and where the Eni code of the Subcontractor is not set, can check directly from VMS the Centralised Master Data (button ) to identify or have the corresponding Eni code created.

For more details, please refer to section 3.1.12

7.2.3 External Check

For external checks see section 3.1.5

7.2.4 Attachments

See section 6.1.6

7.2.5 Verification Outcome

See section 3.1.7

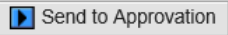
7.2.6 Save/Verify button

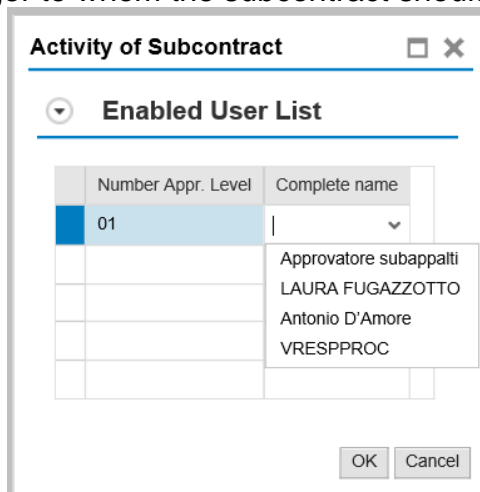
See section 3.1.13

7.2.7 Send for Approval a Pre-Award Procurement Management Subcontract

In order to send a Subcontract to Approval, it is necessary that:

- the SAP Code of the Subcontractor is present
- the Post-Award flag is set
- the Verification Result (Accept or Reject) has been selected

Once sent for Approval  the system will open a pop-up where you can choose the Procurement Unit Manager to whom the subcontract should be sent for approval.



Number Appr. Level	Complete name
01	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #fff; padding: 2px;">Approvatore subappalti</div> <div style="background-color: #fff; padding: 2px;">LAURA FUGAZZOTTO</div> <div style="background-color: #fff; padding: 2px;">Antonio D'Amore</div> <div style="background-color: #fff; padding: 2px;">VRESPPROC</div> </div>

The system sends a Subcontract Approval Request email containing the link to the VMS Entry for Approval or Rejection and updates the Subcontract Status to "**Under Approval**", the Subcontract will no longer be editable.



Activity of Subcontract

Activity of Subcontract

Activity N°:
 Request N°:
 VMS Company:
 * Tipology:
 Pre-award:
 Post-award:

Created By:
 Last Changed By:
Subcontract Status:
 Supplier Attachments Status:
 Request Sent to Supplier:

7.2.8 Authorization of the Post-Award Procurement Management Subcontract

See details in section 3.1.18
 Sub-contract is sent to the Supplier Portal.

7.2.9 Refusal of the Post-Award Procurement Management Subcontract

See details in section 3.1.19

8 ENTERING SUBCONTRACTS IN VMS

Subcontracts can be entered directly into VMS for Contracts (both "Procurement Management" and "Contract Manager") in which the creation of Subcontracts is envisaged.

Subcontracts can be entered using the **New Subcontract** feature on the Contract Form.

Subcontracts

N° Subcontract	Activity of Subcontract	VMS Code	SAP Code	Supplier Name	Vendor Status	Status V. R. Measures	Subcontract Status	Attach. Status
1001445	UAT_Sub eniGhana	5385	118171	ESSELUNGA SPA	Open	Active	Concluded	Verified attachments
1001444	sub 5-24	5385	118171	ESSELUNGA SPA	Open	Active	Withdrawal Request	Verified attachments

This will open the subcontract creation form where you can select the type of subcontracting as shown in the figure below:

Activity N°:
 Request N°:
 VMS Company:
*** Tipology:**
 Pre-award:
 Post-award:

When creating a subcontract, it is not mandatory to enter a GM.

The insertion of a SAP Supplier code is mandatory for the activation of a Subcontract.

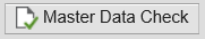
Please note that for all types of subcontracting created in VMS, the system does not include the Request Number (number of the Subcontracting Request entered by the contractor on the Supplier Portal).

8.1.1 States of the Subcontracts entered directly in VMS

In the tab for the management of Subcontracts, the Subcontracting Status, with regard to the types of Subcontract inserted by VMS can be:

- **Draft:** the Subcontract has been inserted directly in VMS and is in process.
- **Active:** the Subcontract has been activated
- **Concluded:** the Subcontract is closed (both on the Portal and in VMS): it is no longer possible to make any changes (both on the Portal and in VMS).
- **Withdrawn:** The Subcontract has been revoked.

8.1.2 Master Data Check

If the Subcontract is in "Draft" status and the Eni code of the Subcontractor is not set, the Verifier can check the Centralised Master Data directly from the VMS (button ) to identify or have the corresponding Eni code created.

For more details, please refer to paragraph 3.1.12

8.1.3 External Check

For external checks see section 3.1.5

8.1.4 Attachments

See section 6.1.6

8.1.5 Outcome of Verifications

For subcontracts (type "Subcontract") it is not mandatory to enter a result in the Verification Result section.

Outcome of Verification

 Outcome of Verification Accept:
 Reject: Reason for the Outcome: 

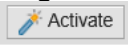
8.1.6 Further Information

See section 3.1.10

8.1.7 Save/Verify button

See section 3.1.13

8.2 Activation of the Subcontract

After filling in all mandatory data, the Verifier activates the subcontracting request using the button .

The system sets the status of Sub-contract to "**Active**".

Activity of Subcontract

Activity N°: <input type="text" value="0"/>	Created By: <input type="text" value="LAURA FUGAZZOTTO"/>
Request N°: <input type="text"/>	Last Changed By: <input type="text" value="LAURA FUGAZZOTTO"/>
VMS Company: <input type="text" value="GHA"/>	Subcontract Status: <input type="text" value="Active"/>
* Tipology: <input type="text" value="Subcontract"/>	Supplier Attachments Status: <input type="text" value="Absent Attachments"/>
Pre-award: <input type="checkbox"/>	Request Sent to Supplier: <input type="text"/>
Post-award: <input type="checkbox"/>	
<input type="text" value="TEST"/>	

The Subcontract is distributed to the Supplier Portal (any attachments entered reside locally in VMS) and a notification email will be sent to the Supplier.

8.2.1 Change Log button

See section 3.1.14

8.2.2 Approvation/Validation History button

See section 3.1.15

8.2.3 Subcontract Withdrawal

See section 3.3.1

9 ENTRY OF FINAL BALANCE FOR SUBCONTRACTS CREATED IN VMS

See section 3.1.20.

10 CONCLUSION OF SUBCONTRACT CREATED IN VMS

See section 3.2.

11 WITHDRAWAL OF SUBCONTRACT CREATED IN VMS

See section 3.3

12 CONTRACT HOLDER MATCHING REPORT

The user can enter one of the input parameters and the system will return the management units related to the entered parameter.

To be able to make a new entry it is necessary to follow the following steps:

- if you have to disable a user and activate a user it is necessary:
 - select the line of interest,
 - click on copy.



The screenshot shows the 'Unit Gest Association' interface. It includes search filters for Client Company (GH01), Contract Holder Unit, and Contract Code. Below the filters are buttons for 'Change Registry', 'Copy', and 'Export to Excel'. A table displays the search results with columns for Client Company, Client Company Description, Unit manager, Username, Last Name, First Name, E-Mail Address, Start Date of Validity, End Date of Validity, Insertion Author, Insertion Date, Insertion Hour, Last Change Author, and Last Change Date.

Client Company	Client Company Description	Unit manager	Username	Last Name	First Name	E-Mail Address	Start Date of Validity	End Date of Validity	Insertion Author	Insertion Date	Insertion Hour	Last Change Author	Last Change Date
GH01	ENI GHANA EXPL PROD LTD	ASTEC PV	CO01246	NEGRI	ALBERTO	alberto.negri@external.eni.com	25.11.2021	31.12.9999	UID1055098	25.11.2021	15:40:52	UID1055098	25.11.2021

The system creates an identical record for company and managing unit to be modified. At this point you select the record created and insert the user of the contract manager (possible search by match code).



Change Registry Copy

Export to Excel

Client Company	Client Company Description	Unit manager	Username	Last Name	First Name	E-Mail Address
GH01	ENI GHANA EXPL PROD LTD	ASTEC PV	CO01246	NEGRI	ALBERTO	alberto.negri@external.eni.com
GH01	ENI GHANA EXPL PROD LTD	ASTEC PV				
GH01	ENI GHANA EXPL PROD LTD	GH10				
GH01	ENI GHANA EXPL PROD LTD	GOP				

List Results: 4 entries.

Contract Manager Registry

Save

Company Code: GH01

Client Company Description: ENI GHANA EXPL PROD LTD

Unit Manager: ASTEC PV

User:

Last Name:

First Name:

E-Mail address:

Start Date of Validity: 17.12.2021

End Date of Validity: 31.12.9999

Insertion Author: PROVA27

Insertion Date: 17.12.2021

Insertion Time: 17:20:00

Last Change Author:

Last Change Date:

Last Change Time: 00:00:00

- If the record to be matched does not have a valid contract manager, it is possible to modify the record directly without copying it. Click on change registry and insert the user.

SAP NetWeaver Business Client

Welcome ANTONIO D'AMORE

Unit Gest Association

Client Company: GH01 To

Contract Holder Unit: To

Contract Code: To

Research

Change Registry Copy

Export to Excel

Client Company	Client Company Description	Unit manager	Username	Last Name	First Name	E-Mail Address	Start Date of Validity	End Date of Validity	Insertion Author	Insertion Date	Insertion Hour	Last Change Author	Last C
GH01	ENI GHANA EXPL PROD LTD	ASTEC PV	CO01246	NEGRI	ALBERTO	alberto.negri@external.eni.com	25.11.2021	31.12.9999	UID1055098	25.11.2021	15:40:52	UID1055098	25.1
GH01	ENI GHANA EXPL PROD LTD	ASTEC PV							PROVA27	17.12.2021	17:20:00		
GH01	ENI GHANA EXPL PROD LTD	GH10								16.12.2021	18:02:17		
GH01	ENI GHANA EXPL PROD LTD	GOP								16.12.2021	17:56:26		

List Results: 4 entries.

if you try to match a user to a manager unit linked in turn to a contract holder who has approved a subcontract on today's date, the matching will not be possible but it is possible to do it the next day.