



Global Procurement and Strategic Sourcing

e-procurement portal

February 2016

eni.com

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Home page



When accessing to the new portal, a window containing **important messages** will be available. Once read, you can close the window by clicking on X at the top on the right. Messages will be available at any time in the scrolling bar under the main image of the home page.

These are the **three main areas** available in the Home page. They suggest the most used paths



Internal users

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contacts help me faq site map eni.com

Our services Suppliers Internal users Ita

Qualifying instruments
Market Intelligence

Internal users

Announcements

- **INDISPONIBILITA' AUTOCANDIDATURA FORNITORI**
Per effetto del passaggio in produzione del nuovo portale e-Procurement, il servizio di Autocandidatura fornitori non sarà disponibile dal 25 maggio al 2 giugno. Sarà di nuovo utilizzabile a partire dal 3 giugno. Ci scusiamo per il disagio.

Service Access Area

- ▶ e-Catalog, e-Tendering, e-Auction
- ▶ Collaboration area (c-Folders)
- ▶ Centralized services
- ▶ Community services
- ▶ Demo area

Private area access

Userid Password Login

[Forgot your password?](#)

Search in Internal users

cerca

Service access area

Here, right under the news of this section, you will find access to services.

Nothing is changed regarding Applications: opening the usual drop-down list, you will be able to access **stationery purchasing, technical materials, service entry sheet ...**

To access contents of the **Procurement Reserved Area**, insert userid and password in this section.

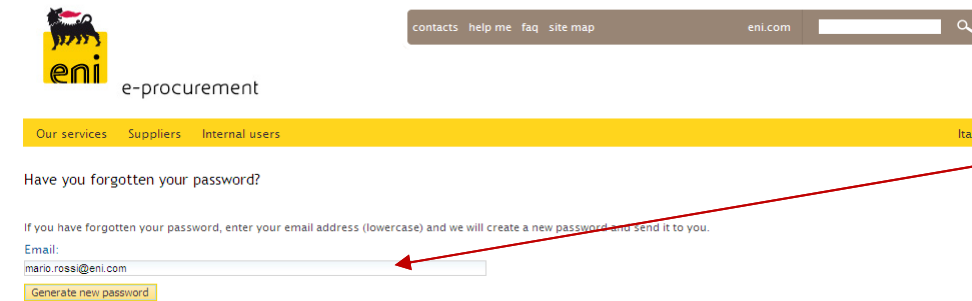
If you already have userid but password does not work, click on "*Forgot your password?*"

Can't you find a document or contents?

Try the brand new search engine.

It can track down descriptions or sentences within files of different formats: Word, Pdf, Excel, Powerpoint, ...

Forgot your password?



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Have you forgotten your password?

If you have forgotten your password, enter your email address (lowercase) and we will create a new password and send it to you.

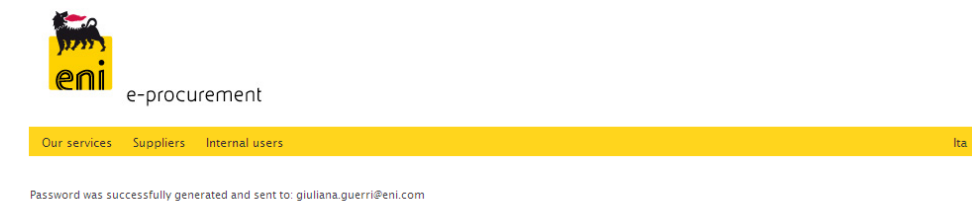
Email:
mario.rossi@eni.com

Generate new password

Click on 'Forgot your password?', then insert your e-mail address in this section (**lowercase**). Click on "Generate new password".

Your account information
Email: mario.rossi@eni.com
Click here to get new password:
http://eprocurement.eni.it/int_eng/user/forgotpassword/4c95037a867c73d2313bafef7370efbe6

You will receive an e-mail. Click on the link to confirm request for new password.



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Password was successfully generated and sent to: giuliana.guerri@eni.com

The system will confirm the creation of new password.

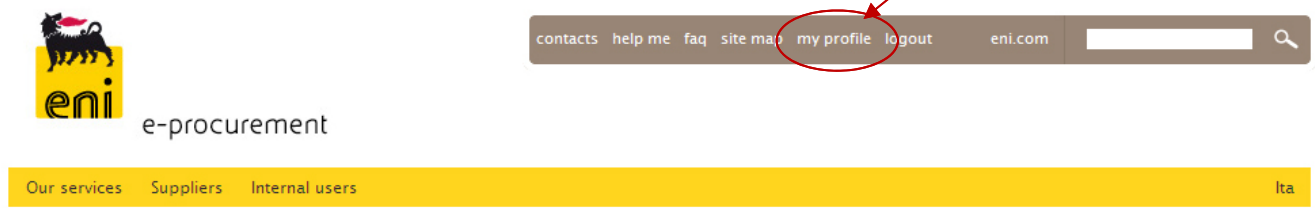
Your account information
Email: mario.rossi@eni.com
New password: YeZ8MrXc

You will receive an e-mail with new password **that you can change**.



Password changing

To **change password**, you can click on "My profile"
(available on every portal page)



User profile

- Username
- Email
- Name
- [My drafts](#)
- [My orders](#)
- [My pending items](#)
- [My notification settings](#)
- [My wish list](#)
- [Edit profile](#) [Change password](#)

Now you just need to click on "**change password**".
At this point, a new window will open up, where you
will insert old password and new password (twice)

Password expired

According to the procedure ICT Security Rules, the password to access the Procurement Private Area has validity of 60 days. At the end of that period, you will be redirected to a page where you will be requested to choose a new password. The minimum length of the new password shall be 8 characters (including at least 1 digit).



e-procurement

[contacts](#) [help me](#) [faq](#) [site map](#)

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Ita

Dear User, we inform you that your password has expired. In order to access the e-Procurement portal you need to change it

Old password

New password

Retype password

At this point you just need to insert a new password (twice) and click on "OK".



eni

Document List

The screenshot shows the ENI e-procurement website interface. At the top, there is a navigation bar with links for 'contacts', 'help me', 'faq', 'site map', 'my profile', 'logout', and 'eni.com', along with a search icon. Below this is the ENI logo and the text 'e-procurement'. A yellow navigation bar contains 'Our services', 'Suppliers', 'Internal users', and 'Ita'. The main content area is titled 'Contractual Standards' and features a large image of a library. Below the image, there are several sections: 'Link a Document Builder', 'Manuals', 'DOWNLOADABLE DOCUMENTS', 'Other Documents', 'DOWNLOADABLE DOCUMENTS', 'Link to Contract Coordination Procedure (English Law)', and 'Allegati Petrolchimica'. A red arrow points from a text box to the first 'DOWNLOADABLE DOCUMENTS' link.

For a better page organization and clearness, **documents** are shown grouped in thematic areas.

Click on "**DOWNLOADABLE DOCUMENTS**" to expand selection and access all documents

This is a zoomed-in view of the 'Manuals' section. It shows a 'DOWNLOADABLE DOCUMENTS' link that has been expanded to reveal a list of documents. The list includes the following items:

Document Title	File Size
LAW 134 - AFFIRMATION OF CERTIFICATION - (DOCUMENTATION) Rev. al 02/02/2013	0.08 MB
Law 134_Affirmation of Certification_EN.pdf	0.08 MB
BANK GUARANTEES - (DOCUMENTATION)	0.05 MB
garanzie_bancarie_EN.DOC	0.05 MB



New search engine – 1 of 2

The screenshot displays the ENI e-procurement website interface. At the top left is the ENI logo and the text 'e-procurement'. A navigation menu includes 'contacts', 'help me', 'faq', 'site map', 'my profile', 'logout', and 'eni.com'. A search bar is located at the top right, circled in red. Below the navigation is a yellow banner with 'Our services', 'Suppliers', 'Internal users', and 'Ita'. A left sidebar lists various categories like 'Reference regulations', 'Qualifying instruments', 'Vendor List and DB', etc. The main content area features a photo of three people, an 'Announcements' section with a notice about 'INDISPONIBILITA' AUTOCANDIDATURA FORNITORI', and a 'Service Access Area' with a list of links: 'e-Catalog, e-Tendering, e-Auction', 'Collaboration area (c-Folders)', 'Centralized services', 'Community services', and 'Demo area'. Below this is a 'Search in Internal users' section with a search input and a 'cerca' button. A red arrow points from the search bar to the 'Service Access Area' section.

Search engine is brand new.

Searching can be performed on all site contents, using the box available on every page at the top on the right.

You can also perform a research on a specific site content, activating boxes available only for certain sections, as shown in the screenshot (Internal User Area)

New search engine – 2 of 2

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Search in

Internal users

documents Search

Spell check suggestion: did you mean **documento** ?

Search for "documents" returned 82 matches

Help [+/-]

Refine your search

- Content type
 - Documentation (60)
 - Folder (8)
 - Manual (7)
 - Sezione (7)
- Keywords
- Creation time
 - Last day
 - Last week
 - Last month
 - Last three months
 - Last year

1 2 3 4 5 6 7 ...9 Next >

Standard documentation
Standard **documentation** ... Standard **documentation**
100% - 02/26/2013 05:01 pm

Other documents
Other **documents** ... Other **documents**
100% - 05/02/2013 04:01 pm

Other Documents
Other **Documents** ... Other **Documents**
100% - 05/21/2013 03:19 pm

Other Documents
Other **Documents** ... Other **Documents**
100% - 05/13/2013 09:16 am

Tenders
Gare Link to the **Document** Builder
86% - 02/17/2013 07:35 pm

Contract Administration Documentation
Contract Administration **Documentation** ... Contract Administration **Documentation**
86% - 05/20/2013 08:16 am

Documental check list
Documental check list ... **Documental** check list
86% - 02/17/2013 07:58 pm

Invitation To Tender Documents

These are searching results.

First innovation is that the engine performs searchings not only on document titles, but also **within all contents** (pdf, word, excel, powerpoint or other file formats).

Results are ordered by **importance** (100% in case of first selection) and can be filtered further by content type (documents, sections, folders or manuals)

